



Florida Department of Transportation
Internship Program: Position Advertisements

Fall Semester 2017

Students interested in applying for any of the following Florida Department of Transportation **Fall Semester** positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 **by August 13, 2017**. Any applications received after that date will not be considered for the **Fall Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.

Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990802	Central Office	The intern will develop a working understanding of the Roadway Design Office, with primary duties supporting the Complete Streets and bicycle/pedestrian programs. The intern will assist with Florida's United States Bicycle Routes (USBR) system, conduct research of bicycle and pedestrian best practices and review engineering plan sets to determine compliance with state requirements for bicycle and pedestrian facilities. The intern will also participate in field reviews and attend meetings.	Tallahassee	DeWayne Carver	Dewayne.Carver@dot.state.fl.us	Students in Urban Planning, Transportation Planning, Engineering or related fields. Ability to communicate effectively and work well with others. Knowledge of Microsoft (MS) Office suite programs.
55990804	Central Office	The intern will assist the Office of Policy Planning, the Bicycle Pedestrian Partnership Council and the Metropolitan Planning program. Tasks include: coordinating various statewide meetings currently being planned; researching and developing content for meeting agendas; gathering background information and documentation related to planning; assisting staff at meetings, teleconferences and go-to meetings; other duties as assigned.	Tallahassee	Mark Reichert	Mark.Reichert@dot.state.fl.us	Junior, senior or graduate level student in a planning discipline, preference will be given to students with a concentration or primary program area in transportation planning.
55990805	Central Office	Assists in analysis of state and federal legislation to determine impact to the Florida Department of Transportation. Critically analyze information gathered from multiple sources. Provide support on the development of the Work Program by assisting in assessing the financial implications of various revenue and programming scenarios. Analyze and evaluate program performance. Make recommendations to improve performance and program outputs. Conduct research and prepare reports to support decision making. Critically evaluate information gathered from multiple sources. Summarize detailed data into executive level formats, as well as breaking down aggregate information into meaningful pieces. Assists in the analysis of business units in the Office of Work Program and Budget with intent to maximize use of resources and procedures. Analysis should include reports to identify suppliers, inputs, processes, outputs, and customers. Assists in the development of succession planning framework with business units to support day-to-day operational needs. Assist units in development of training tools for incoming staff to improve speed of full deployment of human resources. Schedule equipment and facility accommodations. Operate video conferencing and projector equipment. Compile and distribute the tentative work program and related materials in accordance with Sections 339.135(4)(f) and (4)(h), Florida Statutes.	Tallahassee	Heidi Langston	Heidi.Langston@dot.state.fl.us / (850) 414-4626	Accounting, business, economics, political science, mathematics, public administration and finance students
55990806	Central Office	The Florida Department of Transportation (FDOT) Central Procurement Office is responsible for acquiring professional consultant services (engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition), contractual services, and commodities related to the state highway systems. The position will be responsible for providing general support and assistance within the Procurement Office. The intern will assist the FDOT Procurement office by: <ul style="list-style-type: none">• Reviewing financial and audit data such as provisional rates and job cost accounting system rates of vendors• Reviewing and analyzing invoiced consultant costs on various professional services and contractual services agreements.• Reviewing procurement cost support information submitted by vendors, as part of contract cost analysis efforts required by State law.• Drafting and reviewing various documentation related to the procurement of commodities and contractual services and professional services.• Drafting and routing contract related documents for execution by the Department .• Attending and participating in public meetings related to FDOT procurement activities.• Other minor duties may be assigned if necessary.	Tallahassee	Bruce Lytle	bruce.lytle@dot.state.fl.us	Ability to communicate effectively, both written and verbal; Ability to prepare reports and correspondence. Skilled in the following computer applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Knowledge of SharePoint. Analytical skills. Ability to work productively and professionally with others to accomplish goals. Ability to analyze and interpret data. Ability to research and solve problems. Ability to work independently and autonomously.
55990808	District 1	The Finance and Administration Intern will be exposed to a learning experience that is both broad-based and insular in nature; an ideal exposure to auditing practices, as well as, different aspects of contracting and program management. The Finance and Administration Intern will gain familiarity with the operations of the FDOT's Procurement Services team through full auditing exposure, procuring processes, scheduling and estimating within the department. The Intern will have opportunities to become a subject matter expert in their project work by gathering data, learning job skills and sharing their findings. <ul style="list-style-type: none">• Performs purchasing card audits for all cardholders in District One using Procurement Services guidelines. Reports any fraudulent charges to Management immediately. Upload P-CARD holders documentation into the EDMS P-CARD System.• Assist Contractual Services with negotiating responses from Firms.• Assist Design Build Coordinator with meetings and auditing responses from Firms.• Performs bid reviews of documentation after bid openings. Prepares bid documents in preparation of awards and execution. Conducts spot auditing in Procurement Services to ensure compliance to Section 287.057 and 337.11 of the Florida Statutes.• Acts as an Auditor in Procurement and performs Quality Assurance Reviews on cost proposals and completes consultant worksheets..	Bartow	Robin Stevens	863-519-2610	Junior, senior or graduate students in Accounting, Finance and Business Administration or related field. Minimum GPA 3.0
55990809	District 1	Through one or more core projects, meetings with their mentor/supervisor/manager and participation in cross-functional educational experiences within the Operations Center, interns at the Florida Department of Transportation will be exposed to a varied learning experience. <ul style="list-style-type: none">• Throughout the program the Permits Intern will gain familiarity with the operations of Florida Department of Transportation through full exposure to projects and processes within the Department.• The internship program goal should provide a challenging "out-of-the classroom" experience and provide a real-world working knowledge of skills needed after graduation.• Prepares and processes permit related information for scanning, organized file storage and uploading into department databases for future retrieval. Uses proper naming conventions to ensure accurate future file retrieval. Uses a variety of software applications, databases and office equipment.• Records management tracking via various management systems to ensure compliance with Department procedures. Perform other duties as assigned.	Fort Myers	Brad Musser	239-985-7810	Students in Civil Engineering, Transportation or related field, senior or graduate student, with a minimum GPA of 3.0
55990814	District 2	Goals: This position will work with the Performance Management & Training team on the agency priorities of innovation, efficiency, and exceptionalism. May also assist in the development and review of the agency's leadership programs by attending pilots, providing useful feedback, and participating in brainstorming sessions. Review mandatory training courses to improve quality, delivery, and learning outcomes. Assist in the implementation of special projects and initiatives related to training, performance management and employee engagement. Assist in the support of the agency's learning management system, strategic planning approach and annual employee survey and other organizational development and training efforts/needs. Complete data gathering and research and analysis to make recommendations and provide reports. Support the development and maintenance of communications and media outlets (websites, newsletters, etc.) and corresponding sites relating to budget, training schedules, enrollments and completions, quality assurance compliance and corrective action status and other organizational development efforts for management and customers as requested.	Lake City	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Students majoring in English, Business, Communication, Innovation or similar field of study are encouraged to apply.
55990815	District 2	Gainesville Operations Center: Construction Engineering and Inspection of various Transportation Projects - Goals: Assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. Duties: Assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. Provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Gainesville	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Civil Engineering Student (Sophomore level or above); a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.

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55990816	District 2	The intern shall provide engineering service to Materials customers in Design, Construction, and Maintenance, working alongside proven technical experts to develop engineering skills. The intern would assist in the review Geotechnical Reports submitted to the Department, perform field investigations with drill crew, assist with laboratory testing that aides in the engineering recommendations, assist with technical support of foundation design and construction, provide engineering assistance to Maintenance for roadway depressions and sinkholes, assist in developing pavement milling and resurfacing recommendations.	Lake City	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Civil Engineering students; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based) and report writing capabilities.
55990820	District 3	Under supervision and training of the Public Information Director or other designated staff, this position will perform entry-level professional duties of moderate difficulty to provide residents and employees with accessible information about the mission and initiatives of FDOT. Responsibilities include the following: (1) write and edit various publications and communications including press releases, columns, letters, proclamations, memoranda, etc.; (2) maintain, coordinate, and assist in the preparation of printed and web-based publications; (3) serve as a liaison between FDOT, the media, and local organizations; (4) research FDOT's presence in the media and send daily reports of news; (5) work on and lead special projects including research, communication, and strategic planning initiatives; (6) develop and analyze data and prepare reports and presentations; (7) perform miscellaneous duties to facilitate the operational efficiency of the work unit (e.g., answer telephone and take messages; provide information about FDOT activities and/or programs by responding to inquiries received by telephone, e-mail, etc.); (8) update websites for district (e.g., internet, Facebook, Twitter, Flickr, etc.).	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	The student should have strong professional written and verbal communication skills; knowledge of Associated Press style; ability to conduct basic research and follow instructions of moderate difficulty; ability to utilize department specific software to complete assignments; strong analytical and interpersonal skills; good organizational and time management skills; social media experience. Graphic design and/or video production experience is a plus.
55990824	District 3	The intern will assist with processing contract invoice transmittals, both manual and electronic, travel reimbursement, Right of Way invoices, individual reimbursement, and utility invoices. The intern will assist with verification of appropriate codes, invoice accuracy, and proper authorization and signatures. The intern shall assist in assuring payment compliance with all Department of Transportation policies and procedures and Florida Statutes; and in daily review, monitoring, and reconciling all payments. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Finance, Accounting, Business Administration, Management students
55990825	District 3	The intern would serve as a project manager assistant with the gathering and disbursement of project information, collection of RCI data, wetland delineations and other types of field work. The intern would spend time in Program Management Office and the Right of Way (R/W) Office to gain insight to work program development activities and the R/W acquisition process. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Structures, Environmental, Civil Engineering students, sophomore or higher
55990826	District 4	The intern shall be introduced to Microstation/AutoCAD; given basic tasks which would develop his/her CAD skills, including engineer markups, utility drafting, signing and marking details, etc. To help the intern become familiar with the local area and understand the project scope impacts, field reviews are part of the training. During these field reviews, the intern will verify existing plans conditions and possible local community impacts. Another focus of the training is production-related efforts including quantity development and verification, CAD compliance check, and the introduction to the phase submittal checklists. Finally, each intern shadows an experienced engineer to help familiarize the intern with other internal District work units and how they fit in the overall production process.	Fort Lauderdale	Mark Plass	954-777-4351	Junior, senior or graduate students in Civil Engineering, Transportation or related field. Minimum GPA 3.0
55990830	District 4	This internship experience will focus primarily on learning the skills necessary to conduct environmental impact reviews on proposed transportation improvement projects. The candidate should have a working knowledge of South Florida ecosystems and be familiar the plants and animals that live in those habitats. The candidate will be required to convey their findings in report format. <ul style="list-style-type: none"> • The candidate will gain experience using Florida Geographic Database Library (FGDL) to perform GIS desktop reviews of transportation improvement projects. • The candidate may be asked to assist in the populating of GIS databases for use on future projects. • The candidate will have the opportunity to assist in the preparation of public meetings, attend public meetings and give presentations to FDOT staff. • The candidate will gain a working knowledge of the National Environmental Policy Act (NEPA). 	Fort Lauderdale	Ann Broadwell	954-777-4325	Junior, Senior or graduate level in Natural Resources, Environmental Management, Biological Sciences
55990834	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report in Microsoft Access database.	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering students (Junior, Senior or Graduate-level)
55990835	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report. Assist with field inspection, gathering work needs, and calculating quantities for maintenance contracts. Assist with contract development, including developing contract scopes, drafting diagrams, reviewing contract documents as quality control, and drafting contract specifications. Assist the construction staff with contract administration. Duties include but are not limited to recording meeting minutes, developing estimates for change orders, review contractor's submittals and conducting field visits as needed. Organize and scan permits and contract documents.	Cocoa	Lorie Matthews	(386) 943-5480	Civil Engineering students, junior or higher
55990836	District 5	The Transit Modal Development intern will provide research and data analysis support to the Modal Development Office. Assignments may consist of collecting and compiling data from primary and secondary data sources in areas such as traffic counts, crash reporting and infrastructure development. Data analysis may require the evaluation of both qualitative and quantitative data for pertinent trends and correlations. Other research may consist of review, compilation and interpretation of federal, state and local statutes, rules, codes and regulations pertaining to transportation system development. The intern may attend relevant meetings within the district office and partner agencies and may be asked to give oral presentations. The intern may also be asked to do research related to grants and or initiatives to promote multimodal transportation. The intern will organize information and findings into user friendly and comprehensible spreadsheets, diagrams, written reports and presentations.	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering or Planning Students, Junior, Senior or Graduate Level
55990837	District 5	Assisting the safety and security manager with job safety protocol plan reviews. Creating tables to be used in presentations in reference with railroad accidents and incidents. Assisting the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assisting the vehicle oversight department with day-to-day operations and inspection of sun rail vehicle fleet. Assisting management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues.	Sanford	Lorie Matthews	(386) 943-5480	Civil Engineering Students, Junior, Senior or Graduate Level
55990842	District 6	The Planning and Environmental Management Office (PLEMO) intern will work under direct supervision of a Professional Engineer to help prepare the necessary information which involves the development of scoping reports for a new project to be programmed for either a Project Development & Environment (PD&E) study or Design project. <ul style="list-style-type: none"> • The intern will receives instruction and performs technical engineering tasks including engineering analysis, environmental impacts, construction cost, Right of Way requirements, traffic patterns, maintenance of traffic, safety, operational characteristics, permitting issues, and other pertinent factors, as applicable in the development of the scoping reports. • The intern will develop a working understanding of the Departments Systems Planning, Statistics, Bicycle and Pedestrian and Metropolitan Planning process. • The intern will assist with regional coordination research, performance measurements, systems planning, statistics applications, transit/multimodal and transportation research. 	Miami	Dat Huynh	305-450-5201	Students in Urban and Regional Planning or Sustainability, or related field, senior or graduate student, with a minimum GPA of 3.2
55990844	District 7	The intern should be an eager and computer savvy, fast learner and organized young student, to work part time with the District Maintenance Office. Interested candidates will perform the following duties: Update the Maintenance SharePoint and provide new ideas for improvements that could be implemented to facilitate access to available information. The intern will work with Geographic Information System (GIS) and ArcGIS/ArcMap to filter and manipulate data and plot GIS maps for certain roadway features. <ul style="list-style-type: none"> • Assist in the production of some drawings with the use of CAD software (MicroStation). • Assist in the production of technical documents as assigned. • Provide support to district maintenance staff with administrative duties as needed. • Perform other duties as needed to support maintenance activities within the district. 	Tampa	Jackie Beebe	(813)-975-6268	Civil Engineering students, Junior, Senior or graduate level. Minimum GPA 3.0

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55990848	District 7	Eager transportation engineering student to work with the Traffic Operations Office. Interested individual will work with one of the most vibrant and dynamic state agencies to address safety and mobility opportunities in the Tampa Bay region. <ul style="list-style-type: none"> • Review crash reports and constructing collision diagrams using Crash Data Management System. • Update District 7 fatal tracking system (20 to 30 fatal crash reports a month). Reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations. • Conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc., • Review crash reports and provide safety or operational recommendations. • Using available data and information, generate safety and operational improvement recommendations. This may including street lighting, median access modifications, new crosswalks, adjustments to signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. • Assist in data collection in the field. • Maintain status and organization of historical studies in District 7 SharePoint. • Compile crash data and Master reports for Work Program projects for internal and external customers. • Generate benefit/cost analysis and net present value for District 7 Design Build Push Button III contract safety projects 	Tampa	Peter Hsu	(813) 975-6254	Students in Civil Engineering, Urban Planning/Design, Public Administration, Geography or related field; sophomore, junior, senior, or graduate student; minimum GPA 3.2
55990849	District 7	The intern will be primarily involved in mining data from primarily Excel spreadsheets, analyzing the data and presenting it in logical summary reports/graphs based on a description of the information needed. We are looking for a candidate who is adept with using Excel, Pivot tables and scatter graphs. In addition, other internship duties may include: 1. Assist with performing Quality Assurance (QA) reviews on CEI teams/projects 2. Perform QA audits on design plans before advertisement with a specific focus on assuring pay items/quantities are accurate 3. Perform other miscellaneous (non-clerical) duties in the District Construction Office.	Tampa	Judi Sobczak	813-975-6282	Civil Engineering, Finance or Business students, junior or senior level. Minimum GPA 3.0
55990851	Turnpike	The intern would have the opportunity to work in Transportation Systems Management & Operations (TSM&O). Providing assisting with congestion and safety management (crash data and analysis, traffic service requests, high crash lists), ITS infrastructure management (device inventory and performance measures) and contribute to project reviews and document preparation. Other duties as assigned.	Ocoee	H. Walker	Holly.Walker@dot.state.fl.us	Engineering students (civil preferred but not required), sophomore or above
55990852	Turnpike	The intern would have the opportunity to work in the following areas: (1) Traffic Engineering – Intern would analyze traffic operations on existing and proposed facilities using a variety of analysis software. (2) Technical Support – The intern would be tasked with reviewing design traffic forecasts, operational analysis, and design traffic reports. (3) Meetings – Since much of our time and work is contained in meetings, the intern would attend and monitor meeting activities including note taking, scheduling, support, and archiving documents.	Ocoee	Denise Carrier	Denise.Carrier@dot.state.fl.us / (407) 264-3252	Junior or Senior in Civil Engineering
55990853	Turnpike	The intern would have the opportunity to work in the following areas: Administration – review of contract documents, supplementals, and staff hour negotiations. Design – Assist design (roadway, drainage, signing/pavement marking, lighting, utilities, structures) disciplines with project reviews, project scopes, and attend project meetings. Other duties as assigned.	Ocoee	Katherine Alexander	Katherine.Alexander@dot.state.fl.us	Engineering students (civil preferred but not required), sophomore or above
55990855	Turnpike	The intern would have the opportunity to work with Design staff, primarily Drainage. The intern will assist other Design Disciplines as well, as needed (Utilities, Roadway, Signing/Pavement Marking, Lighting, and Structures) with project reviews, project scopes, and attend project meetings. Other duties as assigned.	Ocoee	Noemi Arroyo	Noemi.Arroyo@dot.state.fl.us	Engineering students (civil preferred but not required), sophomore or above

Please note: District 2 advertisement number 55990814 was edited on 7/25/17